

December 2007 Schedule

(updated Dec 5, 2007)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 DW reports and/or CFS Production reports complete month-end data Normal DW refresh
2	3 LABOR: Reverse Nov Month-end Estimate SURCHARGES Normal DW refresh	4 LABOR: PP23 Normal DW refresh	5 LABOR: PP23 SURCHARGES Normal DW refresh	6 Normal DW refresh	7 Normal DW refresh	8 Normal DW refresh
9	10 Normal DW refresh	11 Normal DW refresh	12 GL: Final Close November 2007 Normal DW refresh	13 Normal DW refresh	14 Normal DW refresh	15 Normal DW refresh
16	17 LABOR: PP24 GL: Update AR Trial Table Normal DW refresh	18 LABOR: PP24 SURCHARGES Dec Month-end Estimate SURCHARGES Normal DW refresh	19 DISBURSEMENTS: Last run for Dec SLTs SLTs to be approved for Dec are due to FMB by 12:00 NOON ET SLTs 4:00 pm ET Final Approval CA O/U Reversal - Part C Normal DW refresh	20 CA SURCHARGES processed prior to the "Tier ONE" closing Normal DW refresh	21 CFS G/L MONTH- END PRELIM CLOSING 6:00 AM ET Close Tier 1 WIP CA O/U Process. 12:00 PM ET Close Tier 2 Normal DW refresh	22 DW reports and/ or CFS Production reports complete month-end data Normal DW refresh
23	24 Normal DW refresh	HDAY25 Normal DW refresh	26 Normal DW refresh	27 Normal DW refresh	28 Normal DW refresh	29 Normal DW refresh
30	31 Normal DW refresh	HDAY JAN 1, 2008				

TIER "ONE" Closing

Tier "ONE" modules will be placed in "PRELIMINARY" close for the **December 2007 General Ledger**

- PR – Purchase Requisitions (Commitments)
- PO – Purchase Orders (Obligations, etc.)
- AP – Accounts Payable (Invoices and Receiving Tickets, etc.)

8:00 AM ET: "Tier ONE" may begin working on January 2008 transactions.

TIER "TWO" Closing

Tier TWO modules, will be placed in "PRELIMINARY" close for the **December 2007 General Ledger**

- BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)
NOTE: Month end G/L closing process does NOT prohibit end users from entering BOPs.
- AR – Accounts Receivable
- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
The Cost Accumulation Over/Under (CA O/U) process @ 6:00 AM ET on Friday December 21, 2007
- GJ – General Journal (GJs and Labor, etc.)
- GL – General Ledger
 - These transactions will affect the Cost Accumulation Surcharge & Over/Under processes.

"Tier TWO," should **NOT** enter **ANY** transactions while December 2007 is still open. **ONLY after December 2007** is closed may "Tier TWO" modules mentioned above begin working on January 2008 transactions.